



Superior Court of California County of San Diego

<input type="checkbox"/> HALL OF JUSTICE PO BOX 120128 330 W. BROADWAY SAN DIEGO, CA 92112-0128 Civil Filing (619) 531-3141	<input type="checkbox"/> NORTH COUNTY 325 S. MELROSE DR. SUITE 1000 VISTA, CA 92081-6643 Business Office (760) 726-9595	<input type="checkbox"/> EAST COUNTY 250 E. MAIN ST. EL CAJON, CA 92020-3941 Civil Records (619) 441-4461	<input type="checkbox"/> SOUTH COUNTY 500 3RD AVE. CHULA VISTA, CA 91910-5649 Records Division (619) 691-4439
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IMPORTANT NOTICE

TO: PERSONS SEEKING TEMPORARY RESTRAINING ORDERS (HARASSMENT)

Please read carefully and observe the following steps:

1. Type the required information or you may simulate typing by printing legibly in black or blue-black ink.
2. PLEASE BE ADVISED THAT THE COUNTER CLERKS ARE PROHIBITED BY LAW FROM OFFERING ANY ADVICE THAT MAY BE CONSTRUED AS LEGAL ASSISTANCE. THEY WILL, OF COURSE, ASSIST YOU IN PROCEDURAL MATTERS.
3. At the direction of the clerk, proceed to the office of the County Sheriff to register your **ORDER TO SHOW CAUSE AND TEMPORARY RESTRAINING ORDER (CLETS)** (Form CH-120).
4. You must arrange for the defendant to be personally served with copies of the petition and other papers as ordered by the Court.

Service may be made by a licensed process server, the sheriff's department, or any person, other than yourself, who is over the age of 18 and not a party to the case. The person who serves the defendant must sign a Proof of Service form. File the original of the Proof of Service in the business office no later than two days before the hearing.

5. On the appointed date and time, appear in the designated court. You must bring all copies of Form CH-140 (**Restraining Order After Hearing to Stop Harassment (CLETS)**). See sample attached to guide you.
6. After the hearing, present all copies of the completed form CH-140 to the court clerk for the Court's signature and further processing.

THANK YOU FOR YOUR COOPERATION

SEE REVERSE FOR INSTRUCTIONS FOR USE OF ORDER AFTER HEARING

INSTRUCTIONS FOR USE OF ORDER AFTER HEARING

1. ON THE APPOINTED DATE AT THE APPOINTED TIME, TAKE ALL FOUR COPIES OF THE ATTACHED FORM (**ORDER AFTER HEARING ON PETITION FOR INJUNCTION PROHIBITING HARASSMENT**) TO YOUR HEARING. (IMPORTANT NOTICE – Unless you have filed the ORIGINAL Proof of Service prior to the hearing, or at least, have brought it to the hearing for filing, the Court may not have jurisdiction to hear your case. At the discretion of the Court, your matter may be placed off calendar or continued to a future date).
2. AFTER YOUR MATTER IS HEARD YOU ARE RESPONSIBLE FOR COMPLETING THE ORDER FORM (All four copies, front and back) REFLECTING THE ORDERS MADE BY THE COURT
3. WHEN THE COURT IS IN RECESS, PRESENT ALL FOUR COMPLETED COPIES TO THE COURTROOM CLERK.

If the minutes of the hearing and your forms agree as to the Orders, the clerk will process the forms and provide you with certified copies or direct you to the business office to obtain certified copies.

One CERTIFIED copy should be retained on your person or in a safe place
One copy must be delivered to the Sheriff's Office.
One copy must be served on the Defendant.

(IMPORTANT – If you have applied for, and were granted, a waiver of service fees, please be advised that you may be required to provide a copy of the waiver each time you request the Sheriff to serve papers. As alternatives, you may (a) pay the statutory fee to the Sheriff, or (b) select a person over the age of 18 years, not yourself, to serve the Defendant and file a Proof of Service with the Court).

IMPORTANT

CALIFORNIA RULES OF COURT REQUIRE ALL FORMS TO BE COMPLETED BY TYPING THE REQUIRED INFORMATION IN BLACK OR BLUE-BLACK TYPE, NOT SMALL THAN PICA. THE PRESIDING JUDGE OF THE SUPERIOR COURT HAS GRANTED AN EXCEPTION TO PERSONS PROCEEDING IN "PRO PER," i.e. NON-ATTORNEYS. THE EXCEPTION REQUIRES THE LEGIBLE PRINTING OF ALL INFORMATION, TO SIMULATE TYPING, IN BLACK INK. IF YOU SUBMIT FORMS COMPLETED IN ANOTHER COLOR, OR NOT COMPLETED IN INK, THEY WILL BE REJECTED.

THANK YOU FOR YOUR COOPERATION.